

NAV Tip: How to create a Shortcut to a Filtered List

To get started, in NAV, access a card of your choice (in our example, we'll use Item Card).

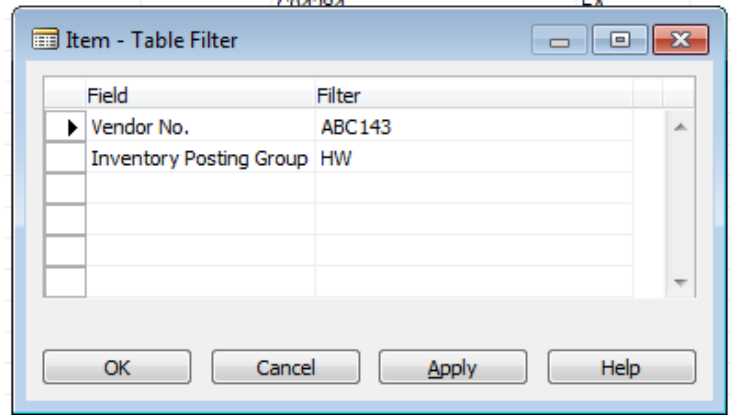
Hit F5 to populate the complete Item List.

Enter Ctrl + F7 to open the Item-Table Filter screen.

In the Table Filter, enter the appropriate Filters for each Field (i.e. Vendor No. = ABC143; Inventory Posting Group = HW).

Click OK.

The result is a list of the items that match your selected criteria from the table filter.



At this point, we can now send this list to our Shortcuts, maintaining the applied filters.

Item List			
Your Filtered List			
No.	Description	Blocked	Vendor No.
D845GEBV2	Inel D845GEBV2 Motherboard		ABC143
▶ D865GBF	D865GBF Motherboard		ABC143

Go to File – Send and select Link to Shortcuts.

The Shortcut appears at the bottom of your current Shortcut navigation pane.

When choosing this new menu option, you receive the filtered list you created.

This can be done for all the typical things you look for, such as Released Orders, Customers and/or Vendors with high balances, Items for a specific Buyer, Customers for a specific Salesperson, etc.

Once the shortcut is completed, remember to go back into the table and remove the filters (Shift+CTRL+F7). When choosing the standard Item list, we will now see all items.

One last suggestion would be to rename the Shortcut to be more descriptive.

